

RESOLUTION NO. 2023-6

REMOVING SECTION 644.09 PRIOR SERVICE CREDIT FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY, AS DUPLICATIVE OF PERSONNEL POLICY 400.09 PRIOR SERVICE CREDIT, AND AMENDING PERSONNEL POLICY 400.09

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that Section 644.09 Prior Service Credit should be removed because it duplicates Section 400.09 of the Personnel Policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Section 644.09 Prior Service Credit is hereby removed from the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority and retained as Section 400.09 of the Personnel Policies.

Section 2. That Section 400.09 of the Personnel Policies is hereby amended to read as specified in Attachment A hereto.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

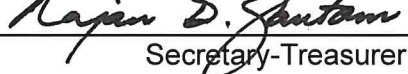
Section 4. That this resolution shall become effective immediately upon its adoption.

Attachment A: Personnel Policy 400.09

Adopted: January 31, 2023



President

Attest: 

Secretary-Treasurer

ATTACHMENT A TO RESOLUTION

400.09 PRIOR SERVICE CREDIT

A person employed by the Authority who is eligible under Ohio Revised Code (O.R.C.) 9.44 shall have his or her prior service credit with a state or county agency and/or political subdivision within the state of Ohio counted for purposes of computing the accrual rate of vacation leave. For purposes of determining eligibility, the employee is responsible for obtaining written verification of the length of his or her service from the agency or municipality of former employment and to verify the completeness and accuracy of same. Prior service credit will be granted in one-year increments for a minimum of one or more years of employment with the former agency or political subdivision. This information shall then be submitted to the Human Resources Department. Employees requesting prior service credit from institutions and authorities not within the scope of the O.R.C. are subject to the approval of the General Manager, Chief Executive Officer on a case-by-case basis.

Employees must meet the minimum vacation eligibility requirements to use earned hours, including those from prior service credit.

Questions concerning prior service credit eligibility should be addressed to the Benefits Section of the Human Resources Division.



TITLE/DESCRIPTION: REMOVING SECTION 644.09 PRIOR SERVICE CREDIT FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY, AS DUPLICATIVE OF PERSONNEL POLICY 400.09 PRIOR SERVICE CREDIT, AND AMENDING PERSONNEL POLICY 400.09	Resolution No.: 2023-6
	Date: January 26, 2023
	Initiator: Human Resources
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This resolution will remove Section 644.09 Prior Service Credit from the Codified Rules and Regulations (“Code Book”) of the Greater Cleveland Regional Transit Authority (“Authority”), as duplicative of Personnel Policy 400.09 Prior Service Credit, and amend Personnel Policy 400.09.

- 2.0 **DESCRIPTION/JUSTIFICATION:** The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is undergoing a comprehensive review and update so that the Code Book will conform to the current structure and operations of the Authority.

 Human Resources governing provisions are located in three places: (1) the Code Book, which provides the broad, overarching guidance for the Authority enacted by the Board of Trustees; (2) the Personnel Policies, which govern day-to-day operations and are approved by the Board of Trustees and (3) the Personnel Procedures, which contain detailed procedures that are not required to be approved by the Board of Trustees. The proposed action will remove a provision from the Code Book that is duplicative of a policy in the Personnel Policies and also amend Personnel Policy 400.09.

- 3.0 **PROCUREMENT BACKGROUND:** Does not apply.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** Does not apply.

- 5.0 **POLICY IMPACT:** Adoption of the resolution will eliminate the duplication of a provision that is contained in both the Code Book and the Personnel Policies.

- 6.0 **ECONOMIC IMPACT:** Does not apply.

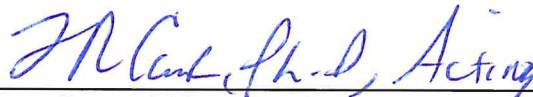
- 7.0 **ALTERNATIVES:** Not adopting this resolution. Not adopting this resolution would leave the same provision in both the Code Book and the Personnel Policies and would prevent amendment of the Policy.

- 8.0 **RECOMMENDATION:** This resolution was discussed at the January 10, 2023 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.

9.0 ATTACHMENTS:

- A. Red-line of proposed amendment to Code Book Section 644.09
- B. Red-line of proposed amendment to Personnel Policy 400.09

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

A handwritten signature in blue ink, appearing to read "J. M. ... Acting", is written above a horizontal line.

General Manager, Chief Executive Officer

ATTACHMENT A TO STAFF SUMMARY

~~644.09 — PRIOR SERVICE CREDIT.~~

~~(a) A person employed by the Authority who is eligible under Ohio R.C. 9.44 shall have his or her prior service credit with a State or county agency and/or political subdivision within the State of Ohio counted for purposes of computing the accrual rate of vacation leave. For purposes of determining eligibility, the employee is responsible for obtaining written verification of the length of his or her service from the agency or municipality of former employment and to verify the completeness and accuracy of same. Prior service credit will be granted in one-year increments for a minimum of one or more years of employment with the former agency or political subdivision. This information shall then be submitted to the Human Resources Department. Employees requesting prior service credit from institutions and authorities not within the scope of the Ohio Revised Code are subject to the approval of the CEO/General Manager on a case-by-case basis.~~

~~(b) Employees must meet the minimum vacation eligibility requirements to use earned hours, including those from prior service credit.~~

~~(c) Questions concerning Prior Service Credit eligibility should be addressed to the Benefits Section of the Human Resources Department.
(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~

ATTACHMENT B TO STAFF SUMMARY

400.09 PRIOR SERVICE CREDIT

A person employed by the Authority who is eligible under Ohio Revised Code (O.R.C.) 9.44 shall have his or her prior service credit with a state or county agency and/or political subdivision within the state of Ohio counted for purposes of computing the accrual rate of vacation leave. For purposes of determining eligibility, the employee is responsible for obtaining written verification of the length of his or her service from the agency or municipality of former employment and to verify the completeness and accuracy of same. Prior service credit will be granted in one-year increments for a minimum of one or more years of employment with the former agency or political subdivision. This information shall then be submitted to the Human Resources Department. Employees requesting prior service credit from institutions and authorities not within the scope of the O.R.C. are subject to the approval of the ~~CEO~~/General Manager, Chief Executive Officer on a case-by-case basis.

Employees must meet the minimum vacation eligibility requirements to use earned hours, including those from prior service credit.

Questions concerning ~~Prior prior Service-service Credit-credit~~ eligibility should be addressed to the Benefits Section of the Human Resources ~~Department~~Division.